

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities

DATE: 30 November 1950

FROM : Acting Chief, [REDACTED]

SUBJECT: [REDACTED] Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of September, 1950.

Telephone Service Bill	\$11,487.09
Long Distance Bills	2,061.55
Private Outside and Operational Telephones	569.60
T.T. Channels, L.L.'s, P.L.'s and TWX	3,907.68
Miscellaneous	179.21
Total	\$18,205.13

2. The following additional information is submitted for the month of September, 1950:

- a. Total number and cost of outside local calls placed over switchboard, Executive [REDACTED]  
No. of calls-- 71,699 \$2,511.47
- b. Non-recurring installation charges for station equipment-----\$238.00
- c. Recurring rental of new station equipment less value of station equipment disconnected----increase \$66.06
- d. Non-recurring move or relocation charges for station equipment already in use----\$141.00

3. Also, listed below are estimated amounts for services to be rendered during the month of December, 1950.

Telephone Service Bill	\$12,500.00
Long Distance Bills	2,600.00
Private Outside and Operational Telephones	650.00
T.T. Channels, L.L.'s, P.L.'s and TWX	5,000.00
Miscellaneous	250.00
Total	\$21,000.00

4. A total of 70 requisitions for services were processed by this section during the month of November, 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc. There are 235 unused branch lines available for use on the switchboard and there are 53 private unlisted telephone lines in use as of 30 November 1950.

TRANSMITTAL SLIP		
12 Dec 50		
DATE		
TO: Chief, Building Main. & Utilities		
BUILDING	ROOM NO.	
REMARKS:		
<p>Your monthly report is returned for correction or clarification. In your report for October, you stated that you had 28 requests on hand as of 31 October. If you had that many as of 31 October, then how did you arrive at the figure of "None" on hand as of 1 November 1950?</p> <p><i>Report corrected 9 returned 13 Dec 50.</i></p>		
FROM: Deputy Chief, Admin. Services <i>[Signature]</i>		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1948		

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 6 November 1950

FROM :

SUBJECT: Report of Operations by the General Services Branch during the month of October, 1950.

Volume:

- A. 1. Requests for services on hand prior to October 1. 33
- 2. Requests on hand two months old or older. 6
- 3. Requests for services on hand 31 October. 28

B. Requests for services received in writing during October. 179

C. Telephone calls received during October. 1700

D. 1. Orders submitted to GSA charged to quarterly encumbrance. 141

October allotment of quarterly encumbrance for alterations and renovations. \$7383.00

2. Special orders submitted to GSA not charged to quarterly encumbrance.

a. Hot Plates \$ 10.00

b. Charged to 475.00

c. Miscellaneous (09) 380.00

d. Renovations \$13,000.00

Total \$13,865.00

3. Orders submitted to GSA nonreimbursable (written and verbal) 385

4. Routine inter-office memorandums and inter-agency letters. 32

E. 1. Space moves during October 7

2. Total personnel moved 117

3. Equipment moves 40

4. Man hours worked by GSA 1156

5. Estimated cost \$2106.60 ✓

October allotment of quarterly encumbrance for Laborers and Trucks \$5000.00

F. Protective Services (GSA Guard Posts)

1. Reimbursable Posts \$41,067.00 ✓ 88 ✓

2. Non-reimbursable Posts 31 ✓

3. October allotment of quarterly encumbrance \$38,617.00

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G. Monies paid to GSA during month of October for services rendered during month of July.

1. GSA Guards	\$34,552.10
2. GSA Laborers and trucks	1,899.93
3. Alterations and Installations	* 12,865.77 ✓
4. Miscellaneous	93.85
	<u>\$49,411.65</u>

H. Space acquired None

Space released None

Attachment

\* Includes one w.o. at Nov. 16 - 48 - \$ 386.10